

**WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
CLERK TYPIST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Dean's Office, School of Professional Studies
Danbury, CT - Midtown Campus

Salary: \$16.56 per hour

Hours: Monday – Friday, 8:00 a.m. – 2:00 p.m.*

Job Posting No: 056397

Closing Date: Friday, April 11, 2014

The office of the School of Professional Studies encompasses four schools: Nursing, Education, Social Work, and Health Promotion & Exercise Sciences. The Clerk Typist provides office support to the Dean, Associate Dean/Certification Officer and Administrative Assistant.

Serves as receptionist, greeting/direct visitors and answering telephone inquiries; processing student forms; create and maintain large Excel databases used for mail merge; must possess proper phone etiquette; professional demeanor; excellent customer service skills and the ability to multi-task in a very busy, fast-paced office; typing a variety of materials; compiling information and assisting in preparing reports; processing mail; assisting with ordering supplies; basic record keeping and other related duties. BANNER experience a plus. Experience maintaining confidentiality required. Proficiency in Microsoft Word & Excel using Mail Merge required.

MINIMUM QUALIFICATIONS REQUIRED: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

GENERAL EXPERIENCE: Six (6) months as a Typist or its equivalent.

SUBSTITUTION ALLOWED: Graduation from high school with coursework in typing.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Prospective candidates must apply by emailing a cover letter, which includes the contact information of three (3) current professional references and a resume, and to Peggy Boyle, Assistant Director of Human Resources. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference: Your Last Name - Clerk Typist. Do not submit the state application. **Applications are due no later than: Friday, April 11, 2014. Late applications or application materials not submitted as specified above will not be accepted.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.